



ERNEST ORLANDO LAWRENCE
BERKELEY NATIONAL LABORATORY

Environment, Health, & Safety
Training Program

EHS 12 EH&S Restricted Item Training
Course Syllabus

<u>Subject Category:</u>	General	<u>Course Prerequisite:</u>	None
<u>Course Length:</u>	0.5 hour or CHALLENGE EXAM (see Web Resources below)	<u>Medical Approval:</u>	None
<u>Schedule:</u>	Varies – accessible via Proc Dept's home page		
<u>Location/Time:</u>	Normally 90-0026/ 0800 - 1200		
<u>Retraining/Recertification:</u>	None		

Course Purpose: EHS 12, "EH&S Restricted Item Training" is a half hour class that is embedded in the Procurement Department's PRP Requisition Training Class (FSD 0500). The purpose of EHS 12 is to explain how to identify and classify restricted items and to explain what items require EH&S approval before the item is purchased.

Course Objectives:

To understand:

1. What a restricted item is:
2. How to identify restricted items using the LBNL Home page A-Z Index's web based Restricted Item List:
3. How to properly categorize EH&S-related materials and equipment using LBNL Home page A-Z Index's web based Procurement Items Categories List:
4. What materials and equipment require EH&S approval before procurement:
5. What materials and equipment require EH&S notification after procurement:
6. How ePro handles EH&S approvals and notifications.

Training Compliance Requirements: None

Instructors: Jim Bettencourt (primary) and John Speros (Procurement Dept)

Course Instructional Materials: EH&S Restricted Item presentation embedded in the ePro Class Power Point Slides, Restricted Item List, Procurement Items Categories List are available on line.

Course Participant Hand-outs: Restricted Item List.

Participant Evaluation: None

Note: Credit for EHS 12 will be granted to attendees after the EH&S Training Group has received the class rosters from the Procurement Department.

Written Exam: None

Practical Exam: None

WEB Resource:

1. To take the challenge exam, you must review slides #8-12 in the "ePro Class Power Point Slides" and then take the EHS 12 challenge exam located at ehswprod.lbl.gov/EHSTraining/ChallengeExams/Login.asp. To view the training materials (EH&S Restricted Item PPT slides, Restricted Item List and Procurement Items Categories List) - Go to <http://purch1.lbl.gov/>, open PRP, select "documentation", select "ePro Class Power Point Slides". EH12 PPT slides are embedded in the ePro Class Power Point Slides.
2. PRP Class Schedule – Go to <http://purch1.lbl.gov/>, open PRP, select "documentation", select "training", select "Schedule of Upcoming PRP Classes"
3. Restricted Item List and Procurement Items Categories List – Go to <http://procurement.lbl.gov/restrict.htm> Select Restricted Items Training handouts

